

**OPERATIONS AND DOCUMENTS WITHIN THE OFFICE OF
EDGAR COUNTY CLERK AND RECORDER**

Clerk of County Board:

- Minutes
- Ordinances
- Budgets
- Audits
- Claims/Accounts Payable
- Appropriations Records
- 1099 Misc
- Contracts
- Grants
- Leases
- Law Suits
- Liquor Licenses
- Raffle Licenses
- Board Correspondence
- Appointments
- Agendas
- Notices
- Fireworks Permits
- Airport
- Various Operating Departments
- Insurance Policies/Administration
- Retirement (IMRF)
- Health & Life Insurance/Employees

Elections:

- Champaign Disclosure
- Voter Registration
- Voting History
- Petitions
- Candidate Certifications
- Ballots
- Abstracts
- Canvasses
- Absentee Voting
- Redistricting Coding
- Ballot Design
- Publications
- Polling Places
- Judges of Election
- Registration Lists and Labels
- Local Election Officials Workshops
- Deputy Registrars

Tax Extensions:

Tax Levies
Taxing Districts' Budgets & Audits
Railroad Valuations
Drainage Assessments
Financial Statements
Bonds & Interest
Valuations/Overlap Valuations
TIF Districts
Tax Abatements
Tax Sales
Tax Redemptions
Tax Buyers
1099 INT
DOR Abstracts
Tax Exempt Certificates

Vital Records:

Births
Deaths
Marriages
Genealogists
Legitimizations
Parental Acknowledgements
Burial Permits
Disinterment/Reinterment
Coroner and Funeral Director filings
Cremation Permits
Ship Out of State Permits
Media Announcements
Assessor's Data
DPH Document Corrections
Collect & Report Fees to DPH

Recording:

Fee, Index, Scan & Verify
Deeds & all Land Docs
Searches & Certificates
Liens
Judgments
Plats
Monument Records
Military Discharges
UCC Financing Statements & Terminations
Mortgages & Assignments
Releases
Easements & Right-of-Ways
Leases
Subdivision Regulations
Annexations/Alley Vacations
Zoning & City Ordinances
Abstractors & Genealogists
Assessor's Property Record Card Data
Monthly Reports & Billings
Transfer Tax Collections & Distributions
GIS Fee Collections & Distributions
Rental Housing Support Program Tax Collections & Distributions

Fees of Office:

Daily Cash
Monthly Fees Reports
Semi-Annual Reports
Reconcile Bank Accounts
County Fund Distributions
Tax Buyers Distributions
DOR Transfer Tax Distributions
RHSP Tax Distributions

Issuing Official and Custodian of Various Records:

Assumed Names
Ethics Statements
Notary Public Commissions
Oaths and Bonds
Prevailing Wage
School Enrollment Records
Cemetery Records/Maps
Census Reports
Local Records Commission Permits
Flood Maps
Sales Tax Exemptions & Certifications
Aeronautics & EPA Notices
Freedom of Information (FOI) Applications
Underground Storage Tank Regulations
Centennial Farms